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# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 24-69

6 June 1969

To: All Training Officers of the Agency

SUBJECT: Changes in (1) Length of test in typewriting;  
(2) Standards in typewriting; and  
(3) Intervals between tests in  
typewriting and in shorthand

1. The following changes will be effective  
16 June 1969:

- a. The Agency will give 5-minute timed writings (in lieu of 10-minute writings) to those persons who are tested in typewriting.
- b. Because of the difference in the length of the tests, the error scale has been revised. The new scale is reproduced on the reverse of this bulletin.
- c. The intervals between tests in typewriting and in shorthand for on-duty personnel will be modified. The new cycle of eligibility for any one person will be as follows:
  - (1) An employee may be tested three times: once on any three scheduled test days.
  - (2) After the third test, an employee must wait 90 days before taking each subsequent qualifying test.

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2. Inquiries concerning the new requirements may be directed to the Chief of the Clerical Training Faculty, [REDACTED]

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## AGENCY ERROR GUIDE FOR 5-MINUTE TYPING TEST

<u>Gross Words</u>	<u>Maximum Errors Permitted</u>	<u>Gross Words</u>	<u>Maximum Errors Permitted</u>
40	0	62	5
41	0	63	5
42	1	64	5
43	1	65	5
44	1	66	6
45	1	67	6
46	2	68	6
47	2	69	6
48	2	70	6
49	2	71	7
50	2	72	7
51	3	73	7
52	3	74	7
53	3	75	7
54	3	76	8
55	3	77	8
56	4	78	8
57	4	79	8
58	4	80	8
59	4	81	9
60	4	82	9
61	5	83	9

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